

## Finance and Labor Relations Committee

Regular Meeting

Thursday, January 7, 2020 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting was held virtually at: <https://meet.google.com/rxz-qniu-uhk> and by phone at (US) +1 413-308-2358 PIN: 502 343 357#

### MINUTES

- 1) **Call to order.** Duggan called the meeting to order at 6:04 pm.
- 2) **Roll Call:** Members present: Alderpersons Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, Municipal Services Superintendent Chad Renly and Treasurer/Utility Accountant Julie Roberts. Absent and Excused: Alderperson Rick Cole.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 2-0.
- 4) **Minutes.** Duggan made a motion, seconded by Morrison to waive the reading of the minutes of the December 3, 2020 regular meeting and the December 15, 2020 special meeting and to approve them as printed. Motion approved 2-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Duggan made a motion, seconded by Morrison to accept the November 2020 Supplemental City bills as presented in the amount of \$99,485.50. Motion carried 2-0 on roll call.
- 7) **Bills.** Duggan made a motion, seconded by Morrison to accept the December 2020 City bills as presented in the amount of \$903,902.89. Motion carried 2-0 on roll call vote.
- 8) **New Business:**
  - a) **Discussion regarding Department of Public Works Mechanic Job Description.**
    - i) Discussion took place regarding the job description. Under Distinguishing Features of the Position, appointed should be changed to hired or selected. The last bullet point under Equipment Purchases, Operation, Maintenance and Repair; Ability to think outside the box should be changed to ability to improvise. Under Miscellaneous bullet points two and four are essentially the same. One of them will be deleted. Description to come back to committee next month for final review.
- 9) **City Administrator/Finance Director Report.** Roberts shared that an offer was made for the position of Utility Billing Clerk but a response has not been received yet.
- 10) **Unfinished business:**
- 11) **Meeting Discussion:** The next regular meeting will be held virtually February 4<sup>th</sup>, 2021 at 6:00 p.m.
- 12) **Adjourn:** Moved by Morrison, seconded by Duggan to adjourn at 6:31p.m. Motion passed 3-0.

Respectfully Submitted

Julie Roberts – Treasurer/Utility Accountant

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